

DUTY STATEMENT

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| <i>Classification</i> Energy Commission Specialist I (TED) | <i>Position No.</i> 5600-4184-001 |
| <i>CBID</i> R10 | <i>Office</i> Energy Generation Research |
| <i>Date Prepared</i> January, 2009 | <i>Division</i> Energy Research and Development |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

Under the direction and supervision of the Energy Commission Supervisor II (TED), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the Public Interest Energy Research (PIER) Program. The goal of the PIER Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of advanced energy technologies and the relationship to competitive energy markets; performs competent, complex, and difficult analyses to support public interest energy RD&D funding; effectively manages RD&D projects; and consults with experts in the field.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must maintain positive working relationships with people inside and outside the Energy Commission, including members of the general public. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and effectively lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES

- 40% Market assessment. The incumbent identifies generation and end-use market trends, needs and issues; conducts detailed and accurate assessments (including, but not limited to, the economic, environmental, and institutional issues relating to the development and deployment of advanced technologies) to estimate the relative importance of each technology in addressing market issues and needs; researches and analyzes current and anticipated issues relating to the electric generation, environmental, and/or end-use energy markets; and provides constructive technical assistance to contract managers and other staff in analyzing market-related problems.
(E)

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- 40% Contract and project management. The incumbent prepares timely and accurate work statement, budget, schedule, special conditions, measurable technical and economic objectives, which will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves timely contract amendments; receives and reviews monthly progress reports and prepares brief and accurate evaluation of the project; verifies that all contract terms and conditions are met before approving the invoices (if necessary, dispute a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections at least once a year to ensure the project meets technical, fiscal, and administrative objectives; and provides timely briefings to office, division, and commission management on the status of the project. (E)
- 10% Proposal evaluation. The incumbent provides accurate/critical reviews of proposals to determine how well the project addresses the scope of the solicitation criteria including, but not limited to: the extent the project will advance science or technology, address market issues and needs, and meet specified target goals and objectives; the skill and experience of the project team to carryout the technical tasks within budget and schedule, and move the results into the marketplace; and the adequacy of project funding. The incumbent prepares brief/factual written findings of such evaluations for use by a technical scoring committee. (E)
- 5% Consult with stakeholders including research organizations, government and utility representatives, private developers, and technical experts to identify RD&D opportunities of alternative and advanced energy systems or technologies in California; and define, develop, and successfully implement projects that provide significant public benefits to California and meet the policy and technical objectives of the PIER Program. (M)
- 5% Other duties as required consistent with the specification of this classification. (M)

| Signatures | |
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| I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential job duties of this position. | |
| <hr/> <i>STAFF</i> <i>Energy Commission Specialist I (TED)</i> | <hr/> <i>FERNANDO PINA</i> <i>Energy Commission Supervisor II (TED)</i> |
| <hr/> <i>Date</i> | <hr/> <i>Date</i> |